



**HOUSING AUTHORITY
of the County of Los Angeles**

Administrative Office

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Commissioners

Carlos Jackson
Executive Director

July 6, 2004

Honorable Board of Commissioners
Housing Authority of the
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Commissioners:

**APPROVE MECHANICAL ENGINEERING SERVICES CONTRACT FOR NATURAL
GAS PIPELINE REPLACEMENT AT THE CARMELITOS HOUSING DEVELOPMENT
(4) (3 Vote)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Find that the design and engineering phase of the natural gas pipeline replacement project for the Carmelitos housing development, located at 1000 Via Wanda in the City of Long Beach, is exempt from the California Environmental Quality Act (CEQA), as described herein, because the proposed work will not have the potential for causing a significant effect on the environment.
2. Approve the award of a two-year Mechanical Engineering Services Contract between the Housing Authority and Dahl, Taylor & Associates, Inc. (the Consultant) to complete analysis and engineering, prepare plans and specifications, and perform other related work for the project described herein; authorize the Executive Director to use for this purpose \$66,000 in Capital Fund Program (CFP) funds allocated by the U.S. Department of Housing and Urban Development (HUD); and authorize the Executive Director to execute the Contract and all related documents, to be effective upon execution by all parties, which will not exceed 30 days following the date of Board approval.

3. Authorize the Executive Director to approve Contract change orders, using up to \$13,200 in CFP funds allocated by HUD, for unforeseen project costs, and to execute all related documents.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:

The purpose of this action is to award a two-year Mechanical Engineering Services Contract to complete analysis and engineering, prepare plans and specifications, and perform other related work for a natural gas pipeline replacement project for the Carmelitos housing development.

FISCAL IMPACT/FINANCING:

There is no impact on the County general fund. The Contract will be funded with \$66,000 in CFP funds included in the Housing Authority's Fiscal Year 2004-2005 approved budget. A twenty percent contingency, in the amount of \$13,200, is also being set aside for unforeseen costs, also using CFP funds included in the Housing Authority's Fiscal Year 2004-2005 approved budget.

The Contract may be extended for up to one additional year, in order to allow the Consultant to perform construction observation services during the construction phase of the project. Compensation for these services is included in the \$66,000.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

In July 2000, your Board authorized the Housing Authority to submit a CFP application to HUD to provide funding for site and building improvements at the subject property. HUD subsequently approved this application.

The Housing Authority wishes to retain the services of the Consultant to analyze the natural gas pipelines under a total of 86 buildings at the Carmelitos housing development. The pipelines presently show deterioration and corrosion requiring the services of a qualified, experienced mechanical engineering consultant. The Consultant will be responsible for evaluating existing pipelines and preparing designs, plans, calculations, and specifications for the removal, retrofit and installation of new pipelines under the buildings. The Consultant will also be responsible for obtaining all plan check approvals, assisting with the bid phase to identify a contractor to perform any needed pipeline replacement, and performing construction observation services.

Should the Consultant require additional or replacement personnel during the term of the Contract, it will give consideration for any such employment openings to participants in the County's Department of Public Social Services' Greater Avenues for Independence (GAIN) Program who meet the minimum qualifications for the open positions. The Consultant will contact the County's GAIN Division for a list of participants by job category.

The Contract has been approved as to form by County Counsel and executed by Dahl, Taylor & Associates, Inc. At its meeting of June 23, 2004, the Housing Commission recommended approval of the Contract award.

ENVIRONMENTAL DOCUMENTATION:

This project is exempt from the provisions of National Environmental Policy Act pursuant to 24 Code of Federal Regulations Part 58, Section 58.34 (a)(1) because it involves design activities that will not have a physical impact on or result in any physical changes to the environment. It is also exempt from the provisions of CEQA pursuant to State CEQA Guideline 15061 (b)(3), because CEQA applies only to projects which have the potential for causing a significant effect on the environment.

CONTRACTING PROCESS:

On January 4, 2004, the Housing Authority initiated a Request for Qualifications (RFQ) process to identify a qualified and experienced mechanical engineering firm to provide the needed services. Notices of the RFQ were mailed to 44 mechanical engineering firms identified from the Housing Authority's vendor list. Announcements also appeared in eight local newspapers and on the County web site. Eighteen RFQs were requested and distributed.

By the deadline of February 3, 2004, eight firms submitted Statements of Qualifications (SOQ). A review panel of Housing Authority personnel evaluated and ranked the eight SOQs. The review panel determined that the two top-ranked firms were eligible for interviews: Dahl, Taylor & Associates, Inc, and Storms and Lowe.

On February 27, 2004, Dahl, Taylor & Associates, Inc, and Storms and Lowe were interviewed. The performance of the firms at the interviews was evaluated by the review panel, which determined that Dahl, Taylor & Associates, Inc. is the most qualified firm to provide the necessary services. Dahl, Taylor & Associates, Inc. was invited to submit a fee proposal and enter into negotiations with the Housing Authority, resulting in a mutually agreeable fee of \$66,000.

The Summary of Outreach Activities is provided with this letter as Attachment A.

Honorable Board of Commissioners
July 6, 2004
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IMPACT ON CURRENT PROJECT:

The proposed Contract will provide for the necessary design and engineering services to complete the improvements for the safety and long-term durability of the housing development.

Respectfully submitted,

CARLOS JACKSON
Executive Director

Attachments: 2

ATTACHMENT A

Summary of Outreach Activities

Request for Qualifications (RFQ) for Mechanical Engineering Services

On January 4, 2004, the following Request for Qualifications (RFQ) process was initiated to identify the most qualified and experienced mechanical engineering firm to provide the necessary services for the natural gas pipeline replacement project at the Carmelitos Housing Development.

A. Newspaper Advertising

Beginning on January 4, 2004, announcements of the RFQ appeared in the following eight local newspapers:

Dodge Construction News
Eastern Group Publications
International Daily News
La Opinion

Los Angeles Sentinel
Los Angeles Times
The Daily News
Wave Community Newspapers

The announcement and complete RFQ was posted on the County web site for a 23-day advertisement period. Firms were asked to request the RFQ via email directly through the County Web Site or to obtain the RFQ from the Housing Authority.

B. Distribution of RFQs

The Housing Authority's vendor list was used to mail out the announcement of the RFQ to 44 mechanical engineering firms, of which 26 identified themselves as businesses owned by minorities or women (private firms which are 51 percent owned by minorities or women, or publicly-owned businesses in which 51 percent of the stock is owned by minorities or women). As a result of the outreach, 18 RFQs were requested and distributed by the Housing Authority.

C. Statements of Qualifications (SOQs)

By the deadline of February 3, 2004, a total of eight firms submitted SOQs, of which six identified themselves as minority-owned.

D. Review of SOQs

A review panel of Housing Authority personnel evaluated and ranked the eight SOQs. The review panel determined that the two top-ranked firms were eligible for interviews: Dahl, Taylor & Associates, Inc, and Storms and Lowe. On February 27, 2004, Dahl, Taylor & Associates, Inc, and Storms and Lowe were interviewed.

The performance of the firms at the interviews was evaluated by the review panel, which determined that Dahl, Taylor & Associates, Inc. is the most qualified firm to provide the necessary services. Dahl, Taylor & Associates, Inc. was invited to submit a fee proposal and enter into negotiations with the Housing Authority, resulting in a mutually agreeable fee of \$66,000.

E. Minority/Women Participation - Firm Selected

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
Dahl, Taylor & Associates, Inc.	Minority	Total: 21 17 minorities 6 women 81% minority 29% women

F. Minority/Women Participation - Firms Not Selected

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
EC Engineering & Construction	Minority	Declined to indicate.
General Physics	Non-Minority	Total: 1026 106 minorities 345 women 10% minority 34% women
Leading Edge Consulting	Non-Minority	Total: 12 4 minorities 1 women 33% minority 8% women
PBS Engineers	Minority	Total: 17 15 minorities 4 women 88% minority 24% women
Storms and Lowe	Minority	Total: 36 27 minorities 1 women 75% minority 3% women

William Yang & Associates	Minority	Total: 35 24 minorities 4 women 69% minority 11% women
Yau Associates Engineering	Minority	Total: 8 8 minorities 2 women 100% minority 25% women

The Housing Authority conducts ongoing outreach to include minorities and women in the contract award process, including: providing information at local and national conferences; conducting seminars for minorities and women regarding programs and services; advertising in newspapers to invite placement on the vendor list; and mailing information to associations representing minorities and women. The above information has been voluntarily provided to the Housing Authority.

The recommended award of contract is being made in accordance with the Housing Authority's policies and federal regulations, and without regard to race, creed, color, or gender.

**MECHANICAL ENGINEERING SERVICES CONTRACT FOR
CARMELITOS NATURAL GAS LINE REPLACEMENT PROJECT**

**CONTRACT for Professional Services
Between
The Housing Authority
of the County of Los Angeles
And
DAHL, TAYLOR & ASSOCIATES, INC.**

RFQ NUMBER CM-04-048, FEBRUARY 3, 2004

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Section 1.0 Recital

THE CONTRACT (or "AGREEMENT") is made and entered into this ____ day of July 2004 by and between the Housing Authority of the County of Los Angeles, hereinafter called "**Authority**" or "Owner" and Dahl, Taylor & Associates, Inc., hereinafter called "**Consultant**."

Section 2.0 Purpose

The purpose of this Agreement is to allow the Authority to retain the services of this Consultant for mechanical engineering services including design and engineering required for the removal and installation of new gas pipelines (the "Project") at the Carmelitos Housing Development as consultants to the Housing Authority under the management of the Construction Management Division. The Project is located at 1000 Via Wanda, Long Beach, California.

Section 3.0 Term

This Agreement shall commence as of the day and year first above written and shall remain in full force for a two (2) year duration, with the option to renew for one (1) additional year, unless sooner terminated or extended in writing as provided herein. A performance review shall be conducted no later than 90 days prior to the end of the first and second years of the agreement to evaluate the performance of the Consultant. Based on the assessment of the performance review, written notification will be given to the Consultant whether the agreement will be terminated at the end of the current year or will be continued into the next contract year.

Section 4.0 Consultant Responsibilities

Upon the request of the Authority's Contracting Officer or designee, which may include the Director of the Construction Management Division, the Consultant shall complete the work program described in this Agreement. The Consultant agrees that all work performed by the Consultant will be the sole responsibility of the Consultant. The Consultant agrees that any claims, liability, damage, or lawsuits resulting from its poor workmanship, including items which are not in compliance with federal, state, county or city laws, regulations and guidelines, will be the sole responsibility of the Consultant.

Section 4.1 Scope of Work

Perform all engineering and design work related to or required for the performance of this contract and as itemized below.

- A. Perform site investigations; research and written summaries and quality control reviews of existing plans, documents, and data;

- B. Evaluate existing gas lines and structures and prepare and submit reports of recommendations;
- C. Prepare designs, plans, calculations, and specifications under this contract including removal, retrofit and installation of new gas lines for 85 existing buildings and administration building;
 - 1. Field verify Carmelitos housing complex.
 - 2. Regenerate the floor plan and site plan background
 - 3. Prepare design drawings for removal of secondary gas lines from the meters to the risers in the pipe chases at min. 24 inches above the first floor slabs.
 - 4. Prepare design drawings for removal of gas lines connected to washers/dryers and kitchen stoves in the first floors
 - 5. Prepare design drawings for installation of secondary gas lines from the meters to the risers in the pipe chases at min. 24 inches above the first floor slabs.
 - 6. Prepare for design drawing for installation of gas lines connected to washers/dryers and kitchen stoves in the first floors.
 - 7. Design for installation of earthquake seismic shut-off valve at each gas meter.
 - 8. Provide design detail for new openings for the crawl spaces
- D. Construction documents are to be prepared in AutoCAD version 14 or higher.
- E. Peer review, analysis, and evaluation of plans and specifications;
- F. Plan check submittal, and obtaining approval suitable for bidding and construction;
- G. Cost estimating;
- H. Change order analysis;
- I. Design and Construction administration, including but not limited to various sub-tasks:
 - 1. Attend two review-meetings with Owner's Representative during project design.
 - 2. Attend two bid-meetings with Owner's Representative, Contractors and Construction Management to review and evaluate the bid documents.
 - 3. During the construction phase, attend two construction meetings and provide meeting minutes and observation reports of the work for the first two months, and attend one construction meeting for each month thereafter. Therefore, the fee includes attendance and preparation of meeting minutes for 14 construction meetings during the estimated 1-year construction schedule. (The fee for construction meetings is specified in Attachment A).
 - 4. Coordinate inspection activities with hazardous material removal consultants;
 - 5. At specified construction meetings, conduct inspections to verify that all phases of Contractor's work comply with project contract documents and manufacturer's specifications. Report any defective work to Owner;
 - 6. At specified construction meetings document, through issuance of reports, construction activities including all noted and corrected deficiencies observed;
 - 7. Consult with other Consultants and Owner's Representative; Conduct Final Inspection with Contractor and Owner's Representative to verify and

- assure that all aspects of installation have been satisfactorily completed per contract documents, codes, and regulations; and provide Certifications;
8. Review change orders and consult with Owner's representatives; and
- J. Other engineering and design work related to, required for, or incidental to the performance of this contract, by the Consultant's own expert staff, or subconsultants, where required.

Section 4.2 Design Within Funding Limits

The Consultant will provide a cost estimate at the completion of Schematic Design, 75% Design Development, 50% Construction Documents and 90% Construction Documents (Plan Check submittal). At that time, if the scope of work proposed exceeds the planned construction budget, the Authority may either reduce the scope of work to fit the planned construction price through value engineering, with the assistance of the Consultant, or the Authority may increase the planned construction budget to construct the full scope of work.

Section 4.3 Standard of Care

The Consultant represents, covenants, and agrees that all of the services to be furnished by the Consultant under or pursuant to this Agreement, from the inception of this Agreement until the Project has been fully completed, shall be of a standard and quality that prevails among highly qualified and competent mechanical engineers engaged in mechanical engineering practice in the Southern California area under the same or similar circumstances involving the design and construction of a project having characteristics that are similar to the Project (including without limitation, public nature, comparable scope, quality and schedule ["Professional Standard"]). Consultant accepts the special relationship of trust and confidence established between it and Authority by this Agreement. Consultant covenants to design the Project and produce the necessary Construction Documents, and to further the interests of Authority in accordance with Authority's requirements and procedures, in accordance with the Professional Standard and in compliance with all applicable restrictions, laws, codes, and regulations in effect throughout the period that Consultant is performing services under this Agreement.

The Consultant shall be responsible for the professional quality, technical accuracy, and the coordination of all designs, drawings, specifications, and other services furnished by the Consultant under this contract. The Consultant shall, without additional compensation, correct or revise any errors or deficiencies in its designs, drawings, specifications, and other services that do not meet the Professional Standard.

Section 4.4 Reproduction of Final Documents

The Consultant shall cause two (2) sets of blueprints, specifications, estimates, etc. to be provided to the Authority at all submittal phases including such sets as may be required for plan check agencies and one (1) complete set of approved, reproducible

construction documents to be delivered for construction solicitation purposes. The cost of reproducing these documents is included in the Consultant's basic fee.

Section 4.5 Changes Required

The Consultant shall promptly make all changes in the construction solicitation documents necessary to obtain approval of the agencies having jurisdiction for construction, services, and occupancy without additional compensation or reimbursement. The Consultant shall make all reasonably requested changes in the drawings and specifications based upon Authority's review of the progress submittals.

Section 4.6 Project Schedule

Consultant shall work in accordance with the Project Schedule established in the Notice to Proceed under this Agreement.

Section 5.0 Consultant's Personnel and Subconsultants

The Consultant's employees identified below are considered essential to the contract work effort. Prior to diverting or substituting any of the specified individuals, the Consultant shall notify the Contracting Officer reasonably in advance and shall submit justification, including proposed substitutions, in sufficient detail to permit evaluation of the impact on the contract. The Consultant shall make no diversion or substitution of key personnel without the prior written consent of the Contracting Officer.

Employees:

1. Quang Vu, P.E. Principal
2. Bryan Q. Tran, P.E. Mechanical Project Manager
3. Peter Liu, P.E. Structural Engineer
4. Thomas Tseng, Mechanical Designer
5. Kiet Nguyen, Mechanical Designer
6. Thuan Pham, Structural Designer

Section 5.1 Independent Consultant

The Consultant shall perform the services as contained herein as an independent consultant and shall not be considered an employee of the Authority or under Authority supervision or control. This Agreement is by and between the Consultant and the Authority, and is not intended, and shall not be construed, to create the relationship of agent, employee, or joint venture, between the Authority and the Consultant.

The Consultant agrees that any claims, liability, damage, or lawsuits resulting from its negligence, including items that are not in compliance with federal, state, or local codes, regulations and laws, will be the sole responsibility of the Consultant.

If the Consultant is comprised of more than one legal entity, each such entity shall be jointly and severally liable and responsible hereunder.

Section 5.2 Successor and Assignment

The services as contained herein are to be rendered by the Consultant whose name is as appears first above written and said Consultant shall not assign nor transfer any interest in this Agreement without the prior written consent of the Authority. However, the Authority reserves the right to assign this Agreement to another public agency without the consent of the Consultant.

Section 5.3 Employees of Consultant

Workers' Compensation: Consultant understands and agrees that all persons furnishing services to the Authority pursuant to this Agreement are, for the purpose of workers' compensation liability, employees solely of Consultant. Consultant shall bear sole responsibility and liability for providing workers' compensation benefits to any person for injury arising from an accident connected with services provided to the Authority under this Agreement.

Professional Conduct: The Authority does not and will not condone any act, gestures, comments or conduct from the Consultant's employees, agents or subconsultants which may be construed as sexual harassment or any other type of activity or behavior that might be construed as harassment. The Authority will properly investigate all charges of harassment by residents, employees or agents of the Authority against any and all Consultant's employees, agents or subconsultants providing services for the Authority. The Consultant assumes all liability for the actions of the Consultant's employees, agents or subconsultants and is responsible for taking appropriate action after the Consultant receives reports of harassment.

Section 5.4 Subcontracting

The Consultant may subcontract only those specific portions of work allowed in the original specifications covered by this Agreement. The Consultant shall not subcontract any part of work covered by this Agreement or permit subcontracted work to be further subcontracted without prior written approval by the Authority.

Section 6.0 Responsibilities of the Authority

- a. The Authority shall provide all necessary information regarding its requirements as expeditiously as necessary for the orderly progress of the work.
- b. The Authority shall designate the representative authorized to act in its behalf with respect to the Project. The Authority or its representative shall examine documents submitted by the Consultant and shall promptly render decisions pertaining thereto to avoid unreasonable delay in the progress of the Consultant's Work.

- c. The Authority's designated representative authorized to act in its behalf with respect to the Project shall be:

Maria Badrakhan, Director
Housing Management Division
2 Coral Circle
Monterey Park, 91755

- d. The Authority's representative shall examine documents submitted by the Consultant and shall promptly render decisions pertaining thereto to avoid unreasonable delay in the progress of the Consultant's Work.
- e. The Authority shall provide the Consultant with any plans, publications, reports, statistics, records or other data or information pertinent to the services to be provided hereunder which are reasonably available to the Commission. However, their accuracy cannot be guaranteed. These drawings, plans, publications, reports, statistics, records or other data or information supplied by the Authority are the proprietary and confidential property of the Authority and cannot be transferred or used by the Consultant for any other purpose. The Consultant agrees to safeguard and return this property to the Authority upon completion of the project.
- f. The Authority shall also work with the Consultant to discover existing site conditions that may affect the order, progress, and cost of the work.
- g. The Authority shall provide information on any previously obtained waivers of local codes, ordinances, or regulations or standards affecting the design of the Project.

Section 7.0 Release of News Information

No news releases, including photographs, public announcements or confirmation of same, of any part of the subject matter of this Agreement or any phase of any program hereunder shall be made without prior written approval of the Authority's Executive Director or designee.

Section 8.0 Confidentiality of Reports

The Consultant shall keep confidential all reports, information and data received, prepared or assembled pursuant to performance hereunder. Such information shall not be made available to any person, firm, corporation or entity without the prior written consent of the Authority.

Section 9.0 Compensation; Contract Type and Payment – not-to-exceed

The Consultant shall be paid as full compensation for the work required, performed, and accepted under this Agreement, inclusive of all costs and expenses, the maximum, not-

to-exceed price of \$66,000.00 as per the rates described in the Breakdown Fee Schedule, Attachment A, attached hereto and incorporated herein. These amounts include the cost of all services including those of the subconsultants identified in Section 5.0, above. Additionally, any contract amendment or combination of amendments that might result in a total adjusted contract sum of Fifty Thousand Dollars (\$50,000) or above per calendar year must first be approved by the Board of Commissioners of the Authority.

Section 10.0 Compensation Adjustments

There shall be no adjustments to compensation except as authorized by amendment as specified in Section 40.0, Amendments. Changes in compensation shall only be adjusted by amendment as a result of changes in the Scope of Work. All costs of the Work and other costs, fees, or expenses, of any kind, in excess of the compensation as specified in this Agreement, and as adjusted by amendment, shall be borne solely by Consultant, without reimbursement by Authority.

Section 11.0 Notice to Proceed

The Consultant will perform services for each phase upon receipt of a written Notice to Proceed from the Authority. The Consultant will only perform the scope of work for the phase(s) identified in the Notice to Proceed.

Section 12.0 Payment Schedule

The Consultant shall submit invoices for compensation for each phase of the scope of services, in a format approved by the Authority, depicting a detailed, itemized list of actual work completed and total amount due, on a monthly basis. Said compensation shall be considered full and complete reimbursement for all of the Consultant's costs associated with the services provided hereunder, including all indirect costs, overhead, and insurance premiums.

Consultant shall have no claim against the Authority for payment of any money or reimbursement, of any kind whatsoever, for any service provided by Consultant after the expiration or other termination of this Agreement. Should Consultant receive any such payment, it shall immediately notify the Authority and shall immediately repay all such funds to the Authority. Payment by the Authority for services rendered after expiration/termination of this Agreement shall not constitute a waiver of the Authority's right to recover such payment from Consultant.

Section 13.0 Source and Appropriation of Funds

The Authority's obligation is payable only and solely from funds appropriated through the United States Department of Housing and Urban Development (HUD) and for the purpose of this Agreement. All funds are appropriated every fiscal year beginning July 1. In the event this Agreement extends into the succeeding fiscal year and funds have not been appropriated, this Agreement will automatically terminate as of June 30 of the current fiscal year. The Authority will endeavor to notify the Consultant in writing within

ten (10) days of receipt of non-appropriation notice. Consultant shall be entitled to payment for all work completed through date of receipt of said notice.

Section 14.0 Conflict of Interest

The Consultant represents, warrants and agrees that to the best of its knowledge, it does not presently have, nor will it acquire during the term of this Agreement, any interest direct or indirect, by contract, employment or otherwise, or as a partner, joint venture or shareholder (other than as a shareholder holding a one percent (1%) or less interest in publicly traded companies) or affiliate with any business or business entity that has entered into any Agreement, subcontract or arrangement with the Authority. Upon execution of this Agreement and during its term, as appropriate, the Consultant shall, upon written request, disclose in writing to the Authority any other contractual or employment arrangement from which it receives compensation. The Consultant agrees not to accept any employment during the term of this Agreement by any other person, business or corporation which employment will or may likely develop a conflict of interest between Authority's interests and the interest of third parties.

Section 15.0 Authority Ownership of Documents

All drawings and specifications prepared and furnished by the Consultant shall become the property of the Authority upon their approval in writing by the Authority or upon the prior termination of the Consultant's services hereunder, and the Consultant shall have no claim of any kind, including without limitation, for further employment or additional compensation as a result of exercise by the Authority of its full rights of ownership and use of these documents and materials. The Consultant shall retain a record copy for its own files.

Section 16.0 Indemnification

Consultant shall indemnify, defend and hold harmless the Housing Authority of the County of Los Angeles ("Housing Authority"), the Community Development Commission of the County of Los Angeles ("Commission"), the County of Los Angeles ("County") and their elected and appointed officers, employees, and agents from and against any and all liability, including but not limited to demands, claims, actions, fees, costs, and expenses (including attorney and expert witness fees), arising from or connected with Consultant's acts and/or omissions arising from and/or relating to this Agreement.

Section 17.0 Insurance

The Consultant shall procure and maintain at Consultant's expense for the duration of this Agreement the following insurance against which may arise from or in connection with the performance of the work by the consultant, its agents, representatives, employees or subconsultants, from an insurance company that is admitted to write insurance in California or that has a rating of or equivalent to A:VIII by A. M. Best & Company. Any deviation from this rule shall require specific approval in writing by Commission.

The Consultant shall furnish the Authority with certificates of insurance and with original endorsements affecting coverage as required herein and which reflect the Authority, Housing Authority, and County's status as additional insureds as required below. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

- A. GENERAL LIABILITY INSURANCE (written on ISO policy form CG 00 01 or its equivalent) with limits of not less than the following:

General Aggregate	\$2,000,000
Products/Completed Operations Aggregate	\$1,000,000
Each Occurrence	\$1,000,000

The Housing Authority, the Commission, the County, their officials, agents, and employees shall be covered as additional insureds with respect to: liability arising out of activities performed by or on behalf of the consultant; products and completed operations of the consultant; premises owned, leased or used by the consultant.

- B. PROFESSIONAL LIABILITY INSURANCE (errors and omissions) in an amount not less than One Million Dollars (\$1,000,000) aggregate per claim.
- C. AUTOMOBILE LIABILITY INSURANCE (written on ISO policy form CA 00 01 or its equivalent) with a limit of liability of not less than One Million Dollars (\$1,000,000) for each incident. Such insurance shall include coverage of all "owned," "hired" and "non-owned" vehicles, or coverage for "any auto."
- D. WORKERS' COMPENSATION and EMPLOYER'S LIABILITY insurance providing workers' compensation benefits, as required by the Labor Code of the State of California.

In all cases, the above insurance also shall include Employer's Liability coverage with limits of not less than the following:

Each Accident	\$1,000,000
Disease-policy limit	\$1,000,000
Disease-each employee	\$1,000,000

Any self-insurance program and self-insured retention must be separately approved by the Commission.

Each insurance policy shall be endorsed to state that coverage shall not be suspended, voided, or canceled by either party, except after thirty (30) days' prior written notice to the Authority, and shall be primary and not contributing to any other insurance or self-insurance maintained by the Authority.

All coverage for subconsultants shall be subject to the requirements stated herein and shall be maintained at no expense to the Authority.

Failure on the part of the Firm to procure or maintain insurance required by this Agreement shall constitute a material breach of contract upon which the Commission may immediately terminate this Agreement.

Section 18.0 Compliance with Laws

The Consultant agrees to be bound by all applicable federal, state and local laws, regulations, and directives as they pertain to the performance of this Agreement, including but not limited to, the Housing and Community Development Act of 1974, as amended by the Cranston-Gonzalez National Affordable Housing Act, 1990, and the 24 CFR Part 85, and the Americans with Disabilities Act of 1990. If the compensation under this Agreement is in excess of \$100,000 then Consultant shall comply with applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act (42 U.S.C. 18579(h)), Section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency Regulations (40 CFR part 15).

The Consultant must obtain and present all relevant state and local insurance, training and licensing pursuant to services required within this Agreement.

Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973

No person in the United States shall be excluded from participating in, be denied the benefits of, or subject to discrimination under this Agreement on the basis of age or with respect to an otherwise qualified disabled individual.

Section 109 of the Housing and Community Development Act of 1974

No person in the United States shall on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title.

During the performance of the Agreement, the Consultant agrees to comply with the following federal provisions:

Executive Order 11246 and 11375 Equal Opportunity (Non-Discrimination in Employment by Government Consultants, Subconsultants, and Consultants)

During the performance of this Agreement, the Consultant agrees not to discriminate against any employee or applicant for employment because of race, religion, sex, color or national origin. The Consultant will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to race, religion, sex, color or national origin. Such action shall include, but not be limited to, the following: employment; upgrading; demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Consultant agrees to post in conspicuous places, available to employees and applicants for

employment, notices to be provided by the Consultant setting forth the provisions of this non-discrimination clause.

The Consultant will, in all solicitations or advertisements for employees placed by or on behalf of the Consultant, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.

The Consultant will send to each labor union or representative of workers with which it has a collective bargaining Agreement or other Agreement or understanding, a notice, which is to be provided to the agency contracting officer, advising the labor union or worker's representative of the Consultant's commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment. The Consultant will comply with all provisions of Executive Order No. 11246 of September 24, 1965, and of the rules, regulations and relevant orders of the Secretary of Labor.

The Consultant will furnish all information and reports required by the Executive Order No. 11246 of September 24, 1965, and by the rules, regulations and orders of the Secretary of Labor, or pursuant thereto, and will permit access to its books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders. In the event of the Consultant's noncompliance with the nondiscrimination clauses of the Agreement or with any of such rules, regulations or orders, this Agreement may be canceled, terminated or suspended in whole or in part and the Consultant may be declared ineligible for further Government contracts in accordance with procedures authorized in the Executive Order, and such other sanctions may be imposed and remedies invoked as provided in the Executive Order or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

The Consultant will include the provisions of these paragraphs in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of the Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subconsultant or vendor. The Consultant will take such action with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing such provisions including sanctions for noncompliance provided, however, that in the event the Consultant becomes involved in, or is threatened with litigation with a subconsultant or vendor as result of such direction by the contracting agency, the Consultant may request the United States to enter into such litigation to protect the interests of the United States.

Under Title VI of the Civil Rights Act of 1964, and Section 109 of the Housing and Community Development Act of 1974, no person shall, on the grounds of race, color, national origin, or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

Section 19.0 Suspension and Termination

Section 19.1 Suspension

19.1.1 The Authority, at its convenience, and without further liability except as herein specified, may suspend this Agreement, in whole or in part, by written notice personally delivered to Consultant specifying the effective date and extent of the suspension.

19.1.2 Consultant shall immediately discontinue all services unless otherwise indicated by Contacting Officer.

19.1.3 Upon request of Contracting Officer, Consultant shall surrender within ten (10) days from receipt of said notice, all drawings, designs, specifications, notes, data, reports, estimates, summaries, or other information relative to the Project, whether complete or in progress, as may have been accumulated by Consultant.

19.1.4 In the event the entire Agreement is suspended, the Authority shall pay Consultant reasonable demobilization expenses subject to Authority's rights of set-off, recoupment and withholding. Demobilization expenses are expenses directly attributable to temporarily suspending the work in progress, including the reasonable cost of suspending any commitments for services not yet complete. The Authority shall not be liable for demobilization expenses if only a portion of the Agreement is suspended.

19.1.5 In the event the entire Agreement is suspended and Consultant is directed to remobilize within one calendar year of the effective date of the suspension, the Authority shall pay remobilization expenses directly attributable to restarting services hereunder and, at Consultant's option, Consultant and Authority shall negotiate Consultant's fees for services remaining under this Agreement. If no agreement as to expenses and fees can be reached, this Agreement may be terminated for the Authority's convenience.

19.1.6 In the event the entire Agreement is suspended and the period of suspension exceeds one calendar year, this Agreement may be deemed terminated for the convenience of Authority upon written notice to the Consultant.

Section 19.2 Termination for Convenience of the Authority

- a. The Authority reserves the right to cancel this Agreement in whole or in part for any reason at all upon ten (10) days' prior written notice to Consultant. In the event of such termination, Consultant shall be entitled to a prorated portion paid for all

satisfactory work unless such termination is made for cause, in which event, compensation if any, shall be adjusted in such termination. In no case shall payment exceed that amount stipulated elsewhere herein for completion of the respective portion or phase of the project. The Authority will pay Consultant termination expenses subject to the Authority's rights of recoupment, set-off and withholding.

- b. Consultant shall surrender and deliver to the Contracting Officer, to the extent requested by Contracting Officer, within ten (10) days from receipt of said request all data, reports, estimates, summaries, designs, drawings, specifications, notes, and other work and data developed in the performance of this Agreement, whether complete or in process, as may have been accumulated by Consultant.
- c. The Authority may take over the work and services, and prosecute the same to completion by contract or otherwise. Consultant shall not be liable to Authority for any excess costs incurred by Authority in completing the scope of work of this Agreement.
- d. Consultant shall assign the contracts of its consultants and/or their subconsultants to Authority, to the extent requested by the Contracting Officer.

Section 19.3 Termination for Cause and / or Default

This Agreement may be terminated by the Authority upon ten (10) days' written notice to the Consultant for cause and/or default (failure to perform satisfactorily any of the Agreement terms, conditions and work items) with no penalties incurred upon termination or upon the occurrence of any of the following events:

- A. Continuing failure of the Consultant to perform any work required to be performed hereunder in a timely and professional manner, or Consultant is not properly carrying out the provisions of the Agreement in their true intent and meaning, then in such case, notice thereof in writing will be served upon the Consultant; and should the Consultant neglect or refuse to provide a means for a satisfactory compliance with this Agreement and with the direction of the Authority within the time specified in such notices, the Authority shall have the power to suspend the performance of this Agreement by Consultant in whole or in part.
- B. Should the Consultant fail within five (5) days to perform in a satisfactory manner, in accordance with the provisions of this Agreement, or if the work to be done under this Agreement is abandoned for more than five (5) days by the Consultant, then notice of deficiency thereof in writing may be served upon Consultant by the Authority. Should the Consultant fail to comply with the terms of this Agreement within five (5) days thereafter, upon receipt of said written notice of deficiency, the Executive Director of Authority shall have the power to suspend or terminate the operations of the Consultant in whole or in part.

- C. Failure on the part of the Consultant to procure or maintain insurance required by this Agreement shall constitute a material breach of Agreement upon which the Authority may immediately terminate this Agreement.
- D. In the event that a petition of bankruptcy shall be filed by or against the Consultant.
- E. If, through any cause, the Consultant shall fail to fulfill in timely and proper manner the obligations under this Agreement, or if the Consultant shall violate any of the covenants, agreements, or stipulations of this Agreement, the Authority shall thereupon have the right to terminate this Agreement by giving written notice to the Consultant of such termination and specifying the effective date thereof, at least five (5) days before the effective date of such termination. In such event, with respect to all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports prepared by the Consultant under this Agreement, Consultant shall be entitled to receive just and equitable compensation for any work satisfactorily completed, subject to the Authority's rights of recoupment, cut-off, and withholding.

Section 19.4 Termination for Improper Consideration

The Authority may, by written notice to Consultant, immediately terminate the right of Consultant to proceed under this Agreement if it is found that consideration, in any form, was offered or given by Consultant, either directly or through an intermediary, to any Authority officer, employee or agent with the intent of securing the Agreement or securing favorable treatment with respect to the award, amendment or extension of the Agreement or the making of any determinations with respect to the Consultant's performance pursuant to the Agreement. In the event of such termination, the Authority shall be entitled to pursue the same remedies against Consultant as it could pursue in the event of termination for cause and / or default by the Consultant.

Consultant shall immediately report any attempt by a Authority officer or employee to solicit such improper consideration. The Report shall be made to the Executive Director of the Authority.

Among other items, such improper consideration may take the form of cash, discounts, service, the provision of travel or entertainment, or tangible gifts.

Section 19.5 Consultant Responsibility and Debarment

A responsible Consultant is a Consultant who has demonstrated the attribute of trustworthiness, as well as fitness, capacity and experience to satisfactorily perform the contract. It is the policy of the Authority to conduct business only with responsible consultants.

The Consultant is hereby notified that, if the Authority acquires information concerning the performance of the Consultant on this or other contracts which indicated that the Consultant is not responsible, the Authority may, in addition to other remedies provided in the contract, debar the Consultant from bidding on Authority contracts for a specified period of time not to exceed three (3) years, and terminate any or all existing contracts the Consultant may have with the Authority.

The Authority may debar a consultant if the Board of Commissioners finds, in its discretion, that the Consultant has done any of the following: (1) violated any term of a contract with the Authority, (2) committed any act or omission which negatively reflects on the Consultant's quality, fitness or capacity to perform a contract with the Authority or any other public entity, or engaged in a pattern or practice which negatively reflects on same, (3) committed an act or offense which indicates a lack of business integrity or business honesty, or (4) made or submitted a false claim against the County, the Commission or the Housing Authority or any other public entity.

If there is evidence that the Consultant may be subject to debarment, the Authority will notify the Consultant in writing of the evidence, which is the basis for the proposed debarment and will advise the Consultant of the scheduled date for a debarment hearing before the Consultant Hearing Board.

The Consultant hearing Board will conduct a hearing where evidence on the proposed debarment is presented. The Consultant and/or the Consultant's representative shall be given an opportunity to submit evidence at the hearing. After the hearing, the Consultant Hearing Board shall prepare a proposed decision, which shall contain a recommendation regarding whether the consultant should be debarred, and, if so, the appropriate length of time of the debarment. If the Consultant fails to avail itself of the opportunity to submit evidence to the Consultant Hearing Board, the Consultant may be deemed to have waived all rights of appeal.

A record of the hearing, the proposed decision and any other recommendation of the Consultant hearing Board shall be presented to the Board of Commissioners. The Board of Commissioners shall have the right to modify, deny or adopt the proposed decision and recommendation of the Hearing Board. These terms shall also apply to subconsultants of the Consultant.

Section 20.0 Remedies

- a. The rights and remedies of the Authority provided for under this contract are in addition to any other rights and remedies provided by law.
- b. Authority may assert, either during or after performance of this Agreement any right of recovery it may have against Consultant by any means it deems appropriate including, but not limited to, set-off, action at law, withholding, recoupment, or counterclaim.
- c. The rights and remedies of the Authority under this Agreement are in addition to any right or remedy provided by California law.

SECTION 21.0 Compliance with Jury Service Program

Unless Consultant has demonstrated to the Authority's satisfaction either that Consultant is not a "Consultant" as defined under the Jury Service Program or that Consultant qualifies for an exception to the Jury Service Program, Consultant shall have and adhere to a written policy that provides that its employees shall receive from the Consultant, on an annual basis, no less than five (5) days of regular pay for actual jury service. The policy may provide that employees deposit any fees received for such jury service with the Consultant or that the Consultant deduct from the employee's regular pay the fees received for jury service.

For purposes of this Section, "Consultant" means a person, partnership, corporation or other entity which has a contract with the Authority or a subcontract with a Authority Consultant and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more Authority contracts or subcontracts. "Employee" means any California resident who is a full time employee of Consultant. "Full time" means 40 hours or more worked per week, or a lesser number of hours if: 1) the lesser number is a recognized industry standard as determined by the Authority, or 2) Consultant has a long-standing practice that defines the lesser number of hours as full-time. Full-time employees providing short-term, temporary services of 90 days or less within a 12-month period are not considered full-time for purposes of the Jury Service Program. If Consultant uses any subconsultant to perform services for the Authority under the Contract, the subcontractor shall also be subject to the provisions of this Section. The provisions of this Section shall be inserted into any such subcontract agreement and a copy of the Jury Service Program shall be attached to the agreement.

If Consultant is not required to comply with the Jury Service Program when the Contract commences, Consultant shall have a continuing obligation to review the applicability of its "exception status" from the Jury Service Program, and Consultant shall immediately notify Authority if Consultant at any time either comes within the Jury Service Program's definition of "Consultant" or if Consultant no longer qualifies for an exception to the Program. In either event, Consultant shall immediately implement a written policy consistent with the Jury Service Program. The Authority may also require, at any time during the Contract and at its sole discretion, that Consultant demonstrate to the Commission's satisfaction that Consultant either continues to remain outside of the Jury Service Program's definition of "Consultant" and/or that Consultant continues to qualify for an exception to the Program.

Consultant's violation of this Section of the contract may constitute a material breach of the Contract. In the event of such material breach, Authority may, in its sole discretion, terminate the Contract and/or bar Consultant from the award of future Authority contracts for a period of time consistent with the seriousness of the breach.

Section 22.0 Certification Regarding Lobbying

Consultant is prohibited by the Department of the Interior and Related Agencies Appropriations Act, known as the Byrd Amendments, and HUD's 24 Code of the Federal Regulations (CFR) 87, from using federally appropriated funds for the purpose of influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal agreement, the making of any Federal grant, loan or cooperative agreement, and any extension, continuation, renewal, amendment, or modification of said documents.

The Consultant must certify in writing that it is familiar with the Federal Lobbyist Requirements and that all persons and/or subconsultants acting on behalf of the Consultant will comply with the Lobbyist Requirements. The signed County and Federal Lobbyist Certifications submitted with the Agreement are incorporated herein.

Failure on the part of the Consultant or persons/subconsultants acting on behalf of the Consultant to fully comply with the Federal Lobbyist Requirements shall be subject to civil penalties.

Section 23.0 Safety Standards and Accident Prevention

The Consultant shall comply with applicable Federal, state and local laws governing safety, health and sanitation. The Consultant shall provide all safeguards, safety devices and protective equipment and take any other needed actions, on its own responsibility, reasonably necessary to protect the life and health of employees on the job and the safety of the public and to protect property in connection with the performance of this Agreement.

Section 24.0 Drug Free Workplace Act of the State of California

The Consultant certifies under penalty of perjury under the laws of the State of California that the Consultant will comply with the requirements of the Drug-Free Workplace Act of 1990.

Section 25.0 Severability

In the event that any provision herein contained is held to be invalid, void or illegal by any court of competent jurisdiction, the same shall be deemed severable from the remainder of this Agreement and shall in no way affect, impair or invalidate any other provision contained herein. If any such provision shall be deemed invalid due to its scope or breadth, such provision shall be deemed valid to the extent of the scope or breadth permitted by law.

Section 26.0 Interpretation

No provision of this Agreement is to be interpreted for or against either party because that party or that party's legal representative drafted such provision, but this Agreement is to be construed as if it were drafted by both parties hereto.

Section 27.0 Waiver

No breach of any provision hereof can be waived unless in writing. Waiver of any one breach of any provision of this Agreement shall not be deemed to be a waiver of any other breach of the same or any other provision hereof.

Neither the Authority 's review, approval or acceptance of, nor payment for, the services required under this Agreement shall be construed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement, and the Consultant shall be and remain liable to the Authority in accordance with applicable law for all damages to the Commission caused by the Consultant's negligent performance of any of the services furnished under this Agreement.

Section 28.0 Authority's Quality Assurance Plan

The Authority or its agent will evaluate Consultant's performance under this Agreement on not less than an annual basis. Such evaluation will include assessing Consultant's compliance with all Agreement terms and performance standards. Consultant deficiencies which Authority determines are severe or continuing and that may place performance of the Agreement in jeopardy if not corrected will be reported to the Board of Commissioners. The report will include improvement/corrective action measures taken by the Authority and Consultant. If improvement does not occur consistent with the corrective action measures, Authority may terminate this Agreement or impose other penalties as specified in the Agreement.

A performance review will be conducted no later than ninety (90) days prior to the end of the first and second years of this Agreement to evaluate the performance of the Consultant. Based on the assessment of the performance review, as determined by the Commission in its sole discretion, written notification will be given to the Consultant whether this Agreement will be terminated at the end of the current year or will be continued into the next Agreement year.

Section 29.0 Agreement Evaluation and Review

The ongoing assessment and monitoring of this Agreement is the responsibility of the Authority 's Contracting Officer or designee.

Section 30.0 Adherence to Authority's Child Support Compliance Program

Consultant acknowledges that Authority has established a goal of ensuring that all individuals who benefit financially from the Authority through this Agreement are in compliance with their court-ordered child, family and spousal obligations in order to mitigate the economic burden otherwise imposed upon taxpayers of the County.

As required by Authority's Child Support Compliance Program and without limiting Consultant's duty under this Agreement to comply with all applicable provisions of law, Consultant warrants that it is now in compliance with employment and wage reporting requirements as required by the Federal Social Security Act (42 USC Section 653a) and California Unemployment Insurance Code Section 1088.5, and shall implement all lawfully served Wage and Earnings Withholding Orders or District Attorney Notices of Wages and Earnings Assignment for Child or Spousal Support, pursuant to Code of Civil Procedure Section 706.031 and Family Code Section 5246(b).

Termination for Breach of Warranty to Maintain Compliance with Authority's Child Support Compliance Program

Failure of Consultant to maintain compliance with the requirements set forth in Section 30.0 "Adherence to Authority's Child Support Compliance Program" shall constitute a default by Consultant under this Agreement. Without limiting the rights and remedies available to the Authority under any other provision of the Agreement, failure to cure such default within 90 days of notice by the Los Angeles County District Attorney shall be grounds upon which the Authority's Board of Commissioners may terminate this Agreement.

Post L.A.'s Most Wanted Parents List

Consultant acknowledges that Authority places a high priority on the enforcement of child support laws and the apprehension of child support evaders. Consultant understands that it is Authority's policy to encourage all Authority consultants to voluntarily post County's "L.A.'s Most Wanted: Delinquent Parents" poster in a prominent position at Consultant's place of business. District Attorney will supply Consultant with the poster to be used.

Section 31.0 Access and Retention of Records

Consultant shall provide access to the Authority, the Federal Grantor agency, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers and records of the Consultant which are directly pertinent to the specific Agreement for the purpose of making audits, examinations, excerpts and transcriptions. The Consultant is required to retain the aforementioned records for a period of five (5) years after the Authority pays final payment and other pending matters are closed under this Agreement.

Section 32.0 Copyright

No report, maps, or other documents produced in whole or in part under this Agreement shall be the subject of an application for copyright by or on behalf of the Consultant. All documents become the property of the Authority and the Authority holds all the rights to said data. The Consultant assumes no responsibility for the use of documents in whole or in part in connection with work that is outside the scope of this Agreement.

Section 33.0 Patent Rights

The Authority will hold all the patent rights with respect to any discovery or invention that arises or is developed in the course of, or under this Agreement.

Section 34.0 Use of Recycled-Content Paper Products

Consistent with the Board of Supervisors' policy to reduce the amount of solid waste deposited at the County landfills, the Consultant agrees to use recycled-content paper to the maximum extent possible on the project.

Section 35.0 Notices

Notices herein shall be presented in person or by certified or registered U.S. mail as follows:

Consultant: Dahl, Taylor & Associates, Inc.
Mechanical Engineers
2960 Daimler Street
Santa Ana, CA 92705-5824

Authority: Maria Badrakhan, Director
Housing Management Division
Housing Authority of the County of Los Angeles
2 Coral Circle
Monterey Park, CA 91755-7425

Section 36.0 Federal Earned Income Credit

Consultant shall notify its employees, and shall require each subconsultant to notify its employees, that they may be eligible for the Federal Earned Income Credit under the federal income tax laws. Such notice shall be provided in accordance with the requirements set forth in Internal Revenue Service Notice 1015.

Section 37.0 Greater Avenues for Independence (GAIN)

This contract is subject to the requirements of the Greater Avenues for Independence (GAIN) program implemented by the County of Los Angeles. Should the Consultant require additional or replacement personnel after the effective date of the Agreement, it will interview for such employment openings participants in GAIN Program who meet the firm's minimum qualifications for the open position. The County will refer GAIN participants by job category to the Consultant. In the event that both laid-off County employees and GAIN participants are available for hiring, County employees will be given first priority.

Section 38.0 Safely Surrendered Baby Law

The Consultant shall notify and provide to its employees, and shall require each subconsultant to notify and provide to its employees, a fact sheet regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and where and how to safely surrender a baby. The fact sheet is available on the Internet at www.babysafela.org.

The Consultant acknowledges that the Authority places a high priority on the implementation of the Safely Surrendered Baby Law. The Consultant understands that it is the Authority's policy to encourage all Authority Consultants to voluntarily post the Authority's "Safely Surrendered Baby Law" poster in a prominent position at the Consultant's place of business. The Consultant will also encourage its Subconsultants, if any, to post this poster in a prominent position in the subconsultant's place of business. The Consultant and its subconsultants can obtain posters from the Department of Children and Family Services of the County of Los Angeles.

Section 40.0 Amendments

This Agreement may be modified by written amendment, duly executed by both parties.

Section 41.0 Entire Agreement

This Agreement, including the attachments listed below consists of **29** pages, constitutes the entire understanding and agreement of the parties. This Agreement supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the retention of the Consultant by the Authority and contains all the covenants and agreements between the parties with respect to such retention.

- A. Billing Rates
- B. Safely Surrendered Baby Law and Poster

Signature page

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date and year first written above.

HOUSING AUTHORITY

HOUSING AUTHORITY OF THE
COUNTY OF LOS ANGELES, A
BODY CORPORATE AND POLITIC

BY:

CARLOS JACKSON

Title: Executive Director

Date:

APPROVED AS TO PROGRAM:

MARIA BADRAKHAN

Title: CONTRACTING OFFICER

Date:

APPROVED AS TO FORM
Office of County Counsel

By:

Deputy

CORPORATE SEAL

CONSULTANT

DAHL, TAYLOR & ASSOCIATES, INC.

License Number M-31416,
Expires September 30, 2004 Expires

BY: BRYAN Q. TRAN, P.E.

Title: PROJECT MECHANICAL ENGINEER

Date:

BUSINESS ADDRESS

2960 Daimler Street

Santa Ana, CA 92705

Telephone: (949) 756-8654

- If sole proprietor, one signature of sole proprietor.
- If partnership, the signature of at least one general partner authorized to sign contracts on behalf of the partnership.

Attachment A – billing rates for consultant services

1. Fee Schedule: “Not-to-Exceed” Fee based upon the following:

- Engineering Design Base Fee (*)----- \$ 53,000.00
- Reimbursable Fee:----- \$ 5,400.00
- Construction Meetings and Reports Fee(**)----- \$ 7,600.00

- Total “Not-to-Exceed” Fee:----- \$ 66,000.00

(*) Design Base Fee is calculated from the date of Contract Agreement to date of “Notice-to-Proceed” for construction plus 2 construction meetings in each of the first two months. During the design phase (Contract Agreement to Notice-to-Proceed), the number of meeting is addressed in the scope of work.

(**) Construction Meetings and Reports Fee is based on \$760.00 per meeting including travel, mileage, report writing and 3-hrs site meeting. A 12-month construction schedule is estimated. Two meetings for the first two months are included in the Design Base Fee. There will be one meeting for every month after that.

2. Consultant's Billing Rates:

- Principal ----- \$145.00
- Project Manager ----- \$105.00
- Licensed Mechanical Engineer----- \$ 95.00
- Licensed Structural Engineer ----- \$105.00
- Design Engineer ----- \$ 85.00
- Drafter ----- \$ 70.00
- Clerical ----- \$ 60.00

No shame.

No blame.

No names.

**Newborns can be safely given up
at any Los Angeles County
hospital emergency room or fire station.**



In Los Angeles County:

1-877-BABY SAFE

1-877-222-9723

www.babysafela.org



State of California
Gray Davis, Governor

Health and Human Services Agency
Grantland Johnson, Secretary

Department of Social Services
Rita Saenz, Director



Los Angeles County Board of Supervisors

Gloria Molina, Supervisor, First District

Yvonne Brathwaite Burke, Supervisor, Second District

Zev Yaroslavsky, Supervisor, Third District

Don Knabe, Supervisor, Fourth District

Michael D. Antonovich, Supervisor, Fifth District

This initiative is also supported by First 5 LA and INFO LINE of Los Angeles.

What is the Safely Surrendered Baby Law?

California's Safely Surrendered Baby Law allows parents to give up their baby confidentially. As long as the baby has not been abused or neglected, parents may give up their newborn without fear of arrest or prosecution.

How does it work?

A distressed parent who is unable or unwilling to care for a baby can legally, confidentially and safely give up a baby within three days of birth. The baby must be handed to an employee at a Los Angeles County emergency room or fire station. As long as the child shows no signs of abuse or neglect, no name or other information is required. In case the parent changes his or her mind at a later date and wants the baby back, workers will use bracelets to help connect them to each other. One bracelet will be placed on the baby, and a matching bracelet will be given to the parent.

What if a parent wants the baby back?

Parents who change their minds can begin the process of reclaiming their newborns within 14 days. These parents should call the Los Angeles County Department of Children and Family Services at 1-800-540-4000.

Can only a parent bring in the baby?

In most cases, a parent will bring in the baby. The law allows other people to bring in the baby if they have legal custody.

Does the parent have to call before bringing in the baby?

No. A parent can bring in a baby anytime, 24 hours a day, 7 days a week so long as the parent gives the baby to someone who works at the hospital or fire station.

Does a parent have to tell anything to the people taking the baby?

No. However, hospital personnel will ask the parent to fill out a questionnaire designed to gather important medical history information, which is very useful in caring for the child. Although encouraged, filling out the questionnaire is not required.

What happens to the baby?

The baby will be examined and given medical treatment, if needed. Then the baby will be placed in a pre-adoptive home.

What happens to the parent?

Once the parent(s) has safely turned over the baby, they are free to go.

Why is California doing this?

The purpose of the Safely Surrendered Baby Law is to protect babies from being abandoned by their parents and potentially being hurt or killed. You may have heard tragic stories of babies left in dumpsters or public bathrooms. The parents who committed these acts may have been under severe emotional distress. The mothers may have hidden their pregnancies, fearful of what would happen if their families found out. Because they were afraid and had nowhere to turn for help, they abandoned their infants. Abandoning a baby puts the child in extreme danger. It is also illegal. Too often, it results in the baby's death. Because of the Safely Surrendered Baby Law, this tragedy doesn't ever have to happen in California again.

A baby's story

At 8:30 a.m. on Thursday, July 25, 2002, a healthy newborn baby was brought to St. Bernardine Medical Center in San Bernardino under the provisions of the California Safely Surrendered Baby Law. As the law states, the baby's mother did not have to identify herself. When the baby was brought to the emergency room, he was examined by a pediatrician, who determined that the baby was healthy and doing fine. He was placed with a loving family while the adoption process was started.

Every baby deserves a chance for a healthy life. If someone you know is considering abandoning a newborn, let her know there are other options.

It is best that women seek help to receive proper medical care and counseling while they are pregnant. But at the same time, we want to assure parents who choose not to keep their baby that they will not go to jail if they deliver their babies to safe hands in any Los Angeles County hospital ER or fire station.